



CareDirector Youth 8.0.1

Assessments User Guide

Graphical Conventions

	This icon indicates a note in the text. Notes are used to provide important background material or expanded explanations to help you fully understand the concepts discussed in the text.
	This icon indicates a tip in the text. Tips provide alternative ways to accomplish a task being described in the text. They are also used to inform you of ways you can apply skills described in the text to enhance your productivity.
	This icon indicates a caution or warning in the text. Cautions are used to advise you of a safe way to accomplish a task that, if carried out incorrectly, could result in the loss of data or some similar mishap.

Typographical Conventions

- `Courier new` font indicates a file or directory name, a piece of code, or text that you must type.
- *Italic text* indicates an element of the interface, a pane or a category.
- **Bold text** indicates a menu or button name, or anything you can select on screen.
- `Courier new Italic` font indicates a replaceable term in a piece of code, directory path, or URL.

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CareWorks endeavours to design and produce documentation that is comprehensive, accurate, and easy to use. However, there's always room for improvement. As a customer, we consider you the most important critic of our documentation. If you think there's anything in this guide that we could have done better, we'd like to hear from you. Please send your comments to technical_publications@caredirectorsoftware.com.

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Chapter 1: Introduction

This chapter contains the following sections:

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Overview

This guide describes how to work with assessment documents in CareDirector Youth. *Form* records define the layout and questions to be completed for different types of form documents. The following categories of assessments are available in CareDirector Youth:

- Documentation — a *Documentation* record uses a *Form* created by your administrator and composed of a set of questions. Contact your administrator for more information about your organization's documents. For more information, see *Managing Documentation Records on page 6*.
- Asset Plus — CareWorks delivers an Asset Plus *Form* record. This is an ongoing assessment throughout a young person's contact with the YOT. The assessment is broken into stages, which are each signed off before proceeding to the next stage. For more information, see *Creating an Asset Plus Assessment on page 11*.

Chapter 2: Form Documents

This chapter contains the following sections:

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Managing Co-Assignees	31
Managing Assessment Attachments	34
Auditing Answers	37
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Managing Documentation Records

This section describes *Documentation* records, which save answers to questions completed for a person served by the organization. All *Documentation* records use a form document defined by your organization by a *Form* record. The type of form document used by a *Documentation* record is specified by the *Form* field on the *Documentation* window. This section contains the following:

Creating New Documentation	6
Completing a Documentation Assessment	7
Closing a Form Document	9

Creating New Documentation

To create a new *Documentation* record to complete a form document for a person, do the following:

1. Click **Documentation** on the main navigation pane.
2. Click **New** on the toolbar.

The *Documentation* window is displayed.

Figure 2-1: Documentation window

3. Set the *Client* field to the person that the assessment relates to.
4. Set the *Form* field to your organisation's form document that defines the assessment.
5. Set the *Status* to *Not Started* or *In Progress*.
6. Select the *Start Date* of the assessment.
7. Click **Save & Close** on the toolbar.

Completing a Documentation Assessment

To answer the questions in a *Documentation* form, do the following:

1. Click **Fill Assessment** on the *Documentation* toolbar.

If you are completing a form document configured to copy answers from other documents, CareDirector Youth prompts you to copy over the answer from the previous document. For more information, see *Copying Answers on page 30*.

2. The questions, as defined by your organization, are displayed.

3. Use the *Navigation* pane to select sections and answer the questions in the main form.
4. Click **Save And Close**.

The document form is saved with the *Documentation* record.

	Answers to questions with the  symbol are saved to an appropriate field in a CareDirector Youth record. Contact your administrator for more information.
---	--

The following table describes the buttons on the assessment toolbar:

 Save	Saves the answers in the assessment.
 Save And Close	Saves the answers in the assessment and closes the window.
 Print	Displays the <i>Print Assessment</i> dialog box. For more information, see <i>Printing a Form Document in Microsoft Word on page 40</i> .

 Print History	Displays the print history window. For more information, see <i>Viewing the Print History on page 42</i> .
 Attachments	Displays the <i>Attachments</i> window. For more information, see <i>Attaching a file to an Assessment on page 34</i> .
 Co-Assignees	Displays the <i>Co-Assignees</i> window. For more information, see <i>Managing Co-Assignees on page 31</i> .
 Spell Check	Performs spell check on the answers entered in the assessment.
 Expand All	Expands all of the sections in the assessment to display the questions contained.
 Collapse All	Collapses all of the sections in the assessment to hide the questions contained.

Closing a Form Document

This section describes the process for closing a form. A form remains open until it is saved with a *Closed* status. While it is open, a form can still be updated and the changes saved. CareDirector Youth refreshes any personal information retrieved from other records each time an open form document is displayed.

When the questions in a form have been fully completed, the status should change from *In Progress* to *Complete* and then *Closed*. If the form requires sign-off by a manager, a user with the special permission *Can Authorize Form* must change the status from *Complete* to *Closed*. This section contains the following:

Setting a Form Document to Completed	9
Setting a Form Document to Closed	10

Setting a Form Document to Completed

To set the status of a *Documentation* record to *Complete*, do the following:

1. Select *Complete* from the *Status* drop-down list on the *Documentation* window.
New fields are displayed on the *Documentation* window.
2. Select a date for the *Completion Date* field.
3. Click **Save & Close** on the *Documentation* toolbar.

	Forms with a status of <i>Complete</i> can be updated. <i>Closed</i> forms cannot be modified.
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Setting a Form Document to Closed

	Depending on how your organization has configured a form, it may only be possible for users with the special permission <i>Can Authorize Form</i> to set the status to <i>Closed</i>. Contact your administrator for more information.
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To set the status of a *Documentation* record to *Closed*, do the following:

1. Select *Closed* from the *Status* drop-down list on the *Documentation* window.
New fields are displayed on the *Documentation* window.
2. Click the **Sign-off By** lookup button to select the user that reviewed and approved the completed form.
The *Look Up Record* dialog box is displayed.
3. Select a user by scrolling through the list or entering the name in the *Search* field and clicking the lookup button.
4. Click **OK** to close the *Look Up Records* dialog box.
5. Select a date for the *Sign-off Date* field.
6. Click **Save & Close** on the *Documentation* toolbar.

	Closed forms cannot be modified.
---	---

Managing Asset Plus Assessments

This section describes Asset Plus assessments. These assessments are completed in stages. The stage is identified at the beginning of the assessment and after each managerial sign-off. Sign-off is periodically performed until the assessment completion at the end of the young person's contact with the YOT. The assessment is broken into stages, which are each signed off before proceeding to the next stage. The current stage determines which sections are included in the ongoing assessment until the next managerial sign off. This section contains the following:

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Completing a Stage	17
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Creating an Asset Plus Assessment

To create an Asset Plus assessment for a person, do the following:

1. Select the person that the assessment relates to using *Client Search*.
2. Click **Asset Plus** on the main navigation pane.
The Asset Plus assessment for the selected person is displayed.
3. Click **Create Stage** and specify the current stage of the assessment.
The appropriate sections for the stage are displayed.
4. Click on a section to complete the questions in that section.
The section and its questions are displayed.

Asset Plus - Core Record - Windows Internet Explorer

Core Record

Client Details
Ann Doyle (222)
DoB: 01/01/2001
Gender: Male

Address
0 Fo
Se
Non Irish County POSTCODE

Stage Details
Stage: Review
Status: In Progress
Stage Owner: Careworks Admi...
Stage Proxy Owner:

Save Save And Close Section Information Print Print History Attachments Co-Assignees Spell Check Expand All Collapse All

Core Record

Young person's details
Parents/carers' details
Offending & Anti-Social Behaviour
Offending & Anti-Social Behaviour Hi...
Civil measures and other informal out...
Alerts and flags
Contact with Services
Personal Circumstances
Living Arrangements
Learning, Education, Training and E...
Caring Responsibilities
Care History
Intervention Summary
Stage Details

Core Record

Assessment stage:
Review

Date of Panel:

Young person's details

Surname: *
Doyle

First Name: *
Ann

Middle Name:
Al

Other names/alias:
 New

First Name	Middle Name	Surname

Gender: *
Male

Date of birth:

100%

Figure 2-2: Asset Plus Section

5. Use the *Navigation* pane to select sections and answer the questions in the main form.
6. Click **Save And Close**.

Answers to questions with the symbol are saved to the appropriate field in a CareDirector Youth record. Contact your administrator for more information.

The following table describes the buttons on the assessment toolbar:

 Save	Saves the answers in the assessment.
 Save And Close	Saves the answers in the assessment and closes the window.
 Print	Displays the <i>Print Assessment</i> dialog box. For more information, see <i>Printing a Form Document in Microsoft Word on page 40</i> .
 Print History	Displays the print history window. For more information, see <i>Viewing the Print History on page 42</i> .
 Attachments	Displays the <i>Attachments</i> window. For more information, see <i>Attaching a file to an Assessment on page 34</i> .
 Co-Assignees	Displays the <i>Co-Assignees</i> window. For more information, see <i>Managing Co-Assignees on page 31</i> .
 Spell Check	Performs spell check on the answers entered in the assessment.
 Expand All	Expands all of the sections in the assessment to display the questions contained.
 Collapse All	Collapses all of the sections in the assessment to hide the questions contained.

Completing a Section

When you have answered all questions in a section, mark it as complete. If necessary, you can then request that a manager signs off the section. When all sections in a stage are completed, and, if required, signed off, you can complete the stage. For more information, see *Completing a Stage on page 17*. To mark a section as complete, do the following:

- Click the circle to the top right of the section link.

CareDirector Youth indicates that the section is complete by displaying a green check mark.

If the section is a section that requires sign off by a manager, CareDirector Youth displays a yellow exclamation mark. For more information about requesting sign off, see *Requesting Section Sign Off on page 14*.

Requesting Section Sign Off

To request sign off of a completed section, do the following:

1. Click the *Request section sign off* button on the section.



Figure 2-3: Request section sign off Button

The *Request Assessment Section SignOff* dialog box is displayed. The *Request Assessment Section SignOff* dialog box lists all completed sections in the current stage.

Request Assessment Section SignOff

Sign Off Request Date 03/10/2014
Manager Debugging Account

Request All Do Nothing

Explanations & Conclusions Request Do Nothing

Pathways & Planning Request Do Nothing

Request Close

Figure 2-4: Request Assessment Section SignOff Dialog Box

2. Click the **Request** button for the section you want to request sign off.
3. Enter any information about the section that you would like to share with your manager regarding the sign off in the *Comments* field.
4. Click the **Request** button at the bottom of the dialog box.

A message is displayed to indicate if the request was sent.

5. Click the **Close** button.

	If you request sign-off for a section in error, you can click the yellow exclamation mark on the section to set the section back to in progress.
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Signing off Asset Plus Sections

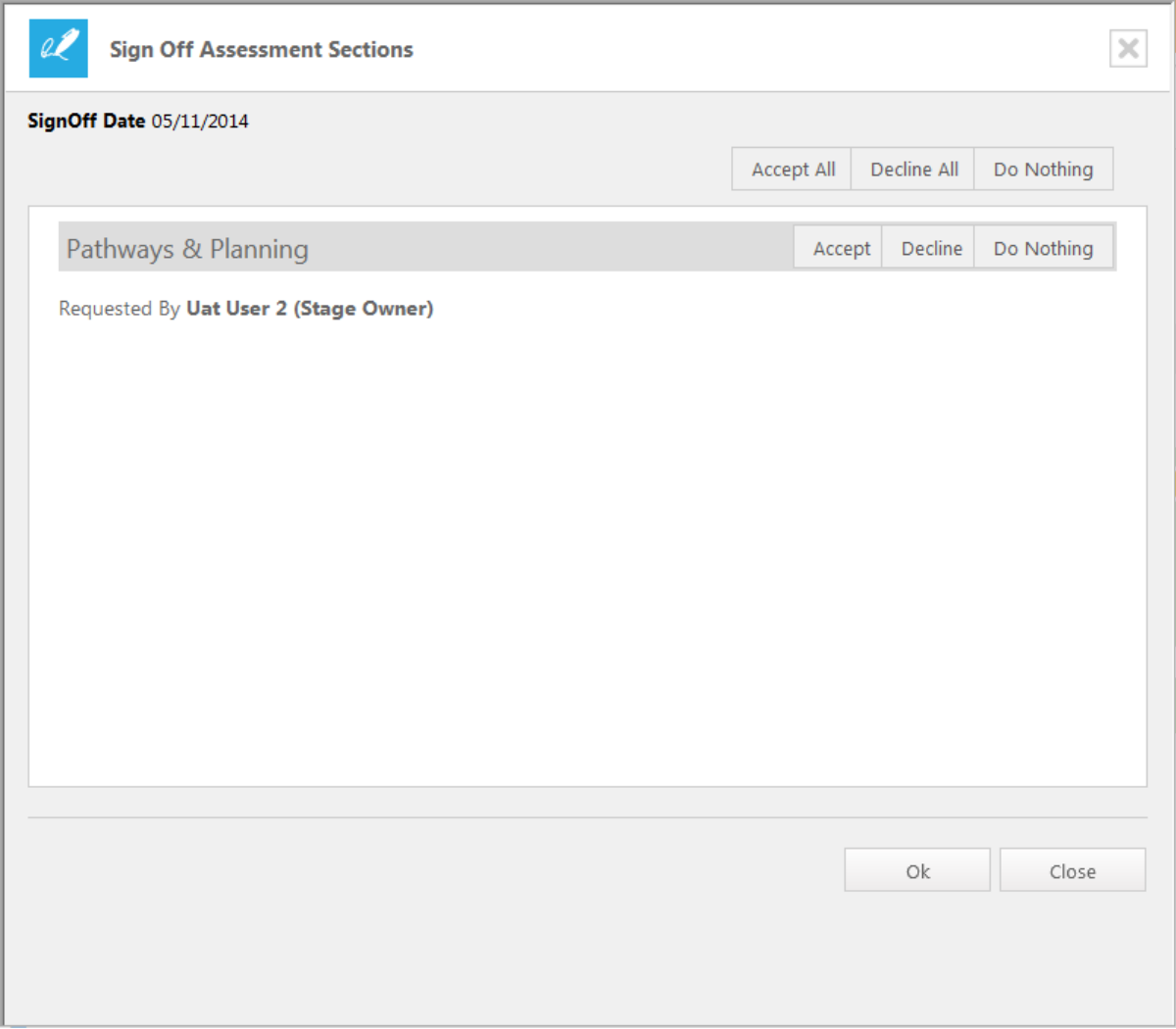
Some sections in an asset plus assessment require sign off by a manager before the next stage of the assessment can start. To sign off a section, requested for sign off by a user that you manage, do the following:

1. Click the *Countersign* button on the section.



Figure 2-5: Countersign Button

The *Sign Off Assessment Sections* dialog box is displayed. The *Sign Off Assessment Sections* dialog box lists all sections in the current stage awaiting sign-off.



The dialog box is titled "Sign Off Assessment Sections" and includes a close button (X) in the top right corner. Below the title bar, the "SignOff Date" is displayed as "05/11/2014". On the right side, there are three buttons: "Accept All", "Decline All", and "Do Nothing". The main content area features a section titled "Pathways & Planning" with its own set of "Accept", "Decline", and "Do Nothing" buttons. Below this section, it states "Requested By Uat User 2 (Stage Owner)". At the bottom right of the dialog box, there are "Ok" and "Close" buttons.

Figure 2-6: Sign Off Assessment Sections Dialog Box

2. Click one of the following buttons:
 - *Accept* – approves the section.
 - *Decline* – refuses the section.
 - *Do Nothing* – ignores the section.

A message is displayed to indicate success.
3. Click **OK**.
4. Click **Close**.



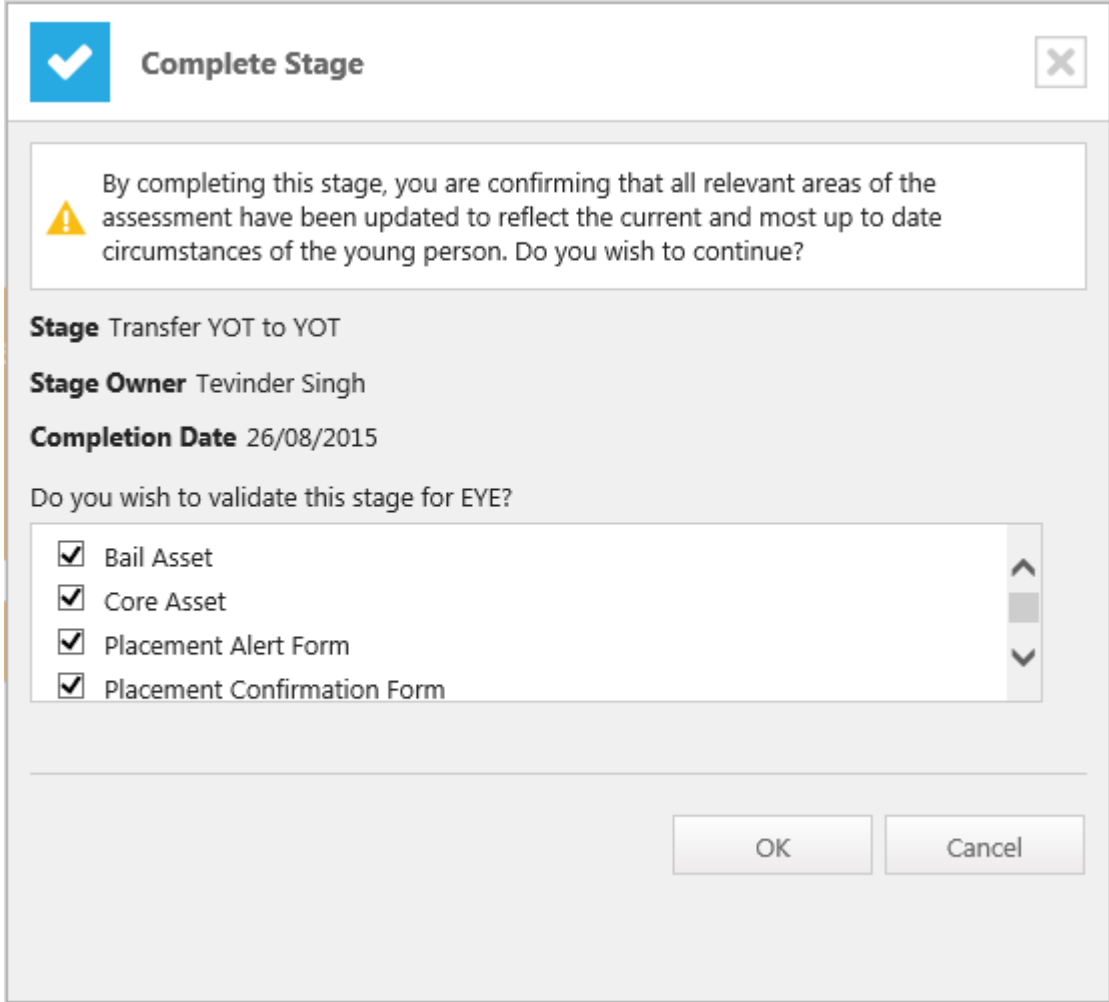
If you approve a section in error, you can click the green check mark on the section to set the section back to in progress.

Completing a Stage

When all of the sections in a stage are completed, and if required signed off, you can complete the stage to move on to another stage. To complete a stage, do the following:

1. Click the **Complete Stage** button on the toolbar.

The *Complete Stage* dialog box is displayed.



The dialog box is titled "Complete Stage" and features a blue checkmark icon in the top-left corner and a close button (X) in the top-right corner. A warning message with a yellow triangle icon states: "By completing this stage, you are confirming that all relevant areas of the assessment have been updated to reflect the current and most up to date circumstances of the young person. Do you wish to continue?". Below this, the stage details are listed: "Stage Transfer YOT to YOT", "Stage Owner Tevinder Singh", and "Completion Date 26/08/2015". A question "Do you wish to validate this stage for EYE?" is followed by a list of four items, each with a checked checkbox: "Bail Asset", "Core Asset", "Placement Alert Form", and "Placement Confirmation Form". At the bottom right, there are "OK" and "Cancel" buttons.

Figure 2-7: Complete Stage Dialog Box

2. Indicate if the sections in the stage are validated for EYE transfer.
3. Click **OK**.

If any of the selected sections are not valid according to the EYE schema, an error message is displayed.

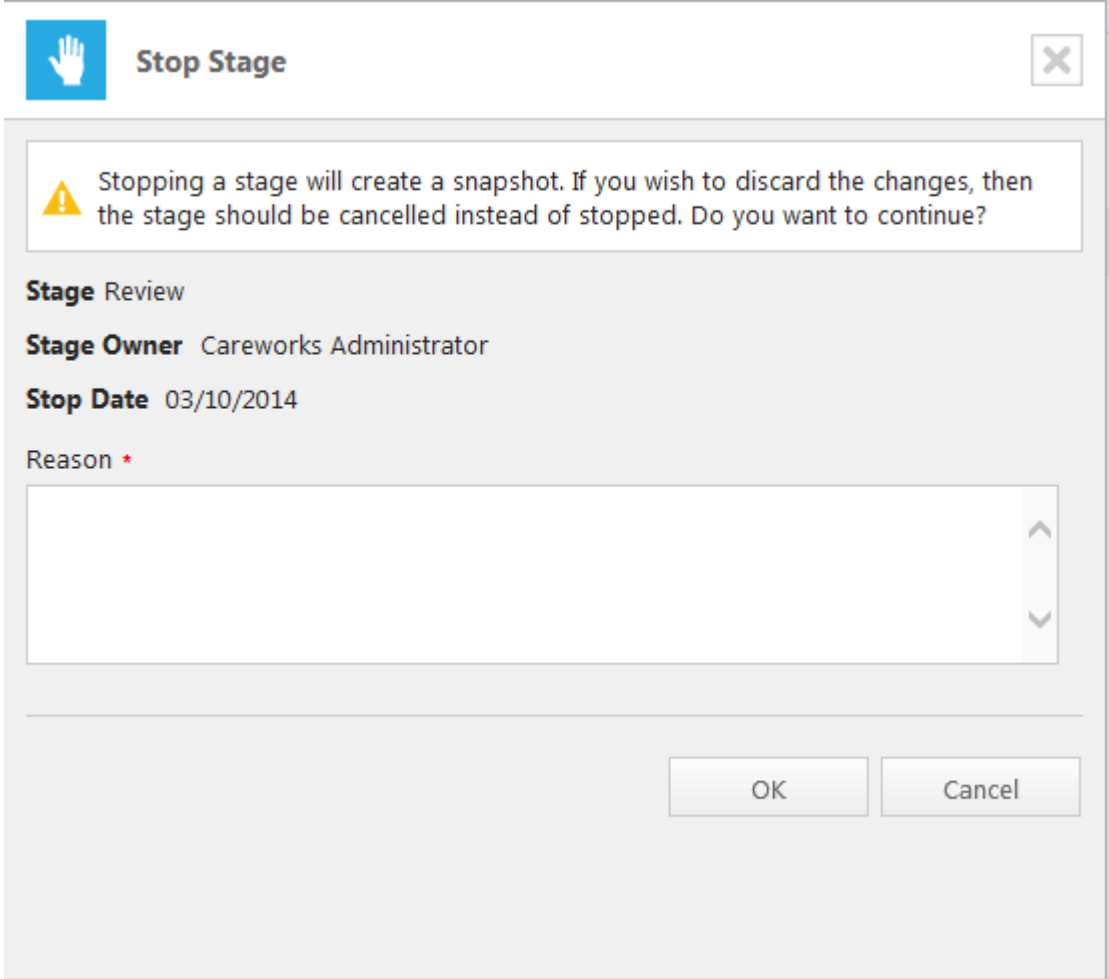
Stopping a Stage

If a young person's circumstances have changed sufficiently that the current stage is no longer relevant, you can stop the stage to start a different stage. For example, the current stage is *Referral In*

(*Prevention*) but the young person has been arrested and appeared in court where a *Pre Sentence Report* was requested. The information recorded in the assessment is still relevant, but a *Pre Sentence Report* stage is required now instead. To stop a stage, do the following:

1. Click the **Stop Stage** button on the toolbar.

A confirmation dialog box is displayed.



The dialog box is titled "Stop Stage" and features a blue hand icon in the top-left corner and a close button (X) in the top-right corner. Below the title bar, a yellow warning triangle icon is followed by the text: "Stopping a stage will create a snapshot. If you wish to discard the changes, then the stage should be cancelled instead of stopped. Do you want to continue?". The main content area displays the following information: "Stage Review", "Stage Owner Careworks Administrator", and "Stop Date 03/10/2014". Below this, there is a label "Reason" with a red asterisk, followed by a large, empty text input field with a vertical scrollbar on the right. At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

Figure 2-8: Stop Stage Confirmation

2. Enter a reason for stopping the stage and click **OK**.

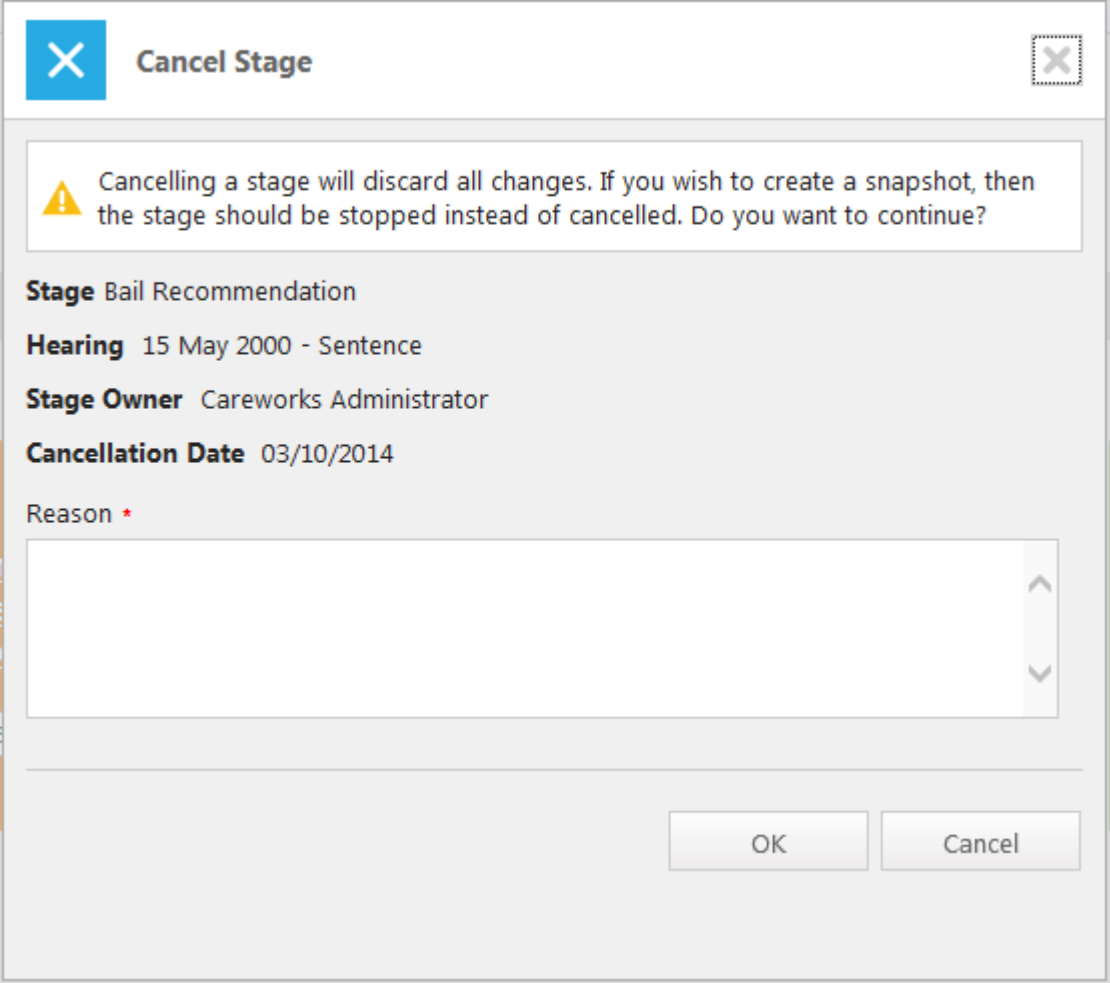
A snapshot of the stage is saved. For more information, see *Viewing Previous Stages* on page 19.

Cancelling a Stage

To discard a stage that is no longer relevant, you can cancel it. To cancel a stage, do the following:

1. Click the **Cancel Stage** button on the toolbar.

A confirmation dialog box is displayed.



The dialog box is titled "Cancel Stage" with a blue 'X' icon on the left and a close button on the right. Below the title bar is a warning message: "Cancelling a stage will discard all changes. If you wish to create a snapshot, then the stage should be stopped instead of cancelled. Do you want to continue?". Below this, the following information is displayed:

- Stage** Bail Recommendation
- Hearing** 15 May 2000 - Sentence
- Stage Owner** Careworks Administrator
- Cancellation Date** 03/10/2014

Below the information is a label "Reason *" followed by a large text input area with a vertical scrollbar. At the bottom right are two buttons: "OK" and "Cancel".

Figure 2-9: Cancel Stage Confirmation

2. Enter a reason for cancelling the stage and click **OK**.
The stage is discarded.

Starting a new Stage

To create a new stage for an Asset Plus assessment, do the following:

1. Click **Create Stage** and specify the new stage of the assessment.
The appropriate sections for the stage are displayed.
2. Click on a section to complete the questions in that section.
The section and its questions are displayed.

Viewing Previous Stages

When a stage is completed or stopped, CareDirector Youth saves a snapshot of the stage. To access a previous stage, do the following:

1. Click **Previous Stages** on the toolbar.

2. The *Previous Stage(s)* dialog box is displayed.

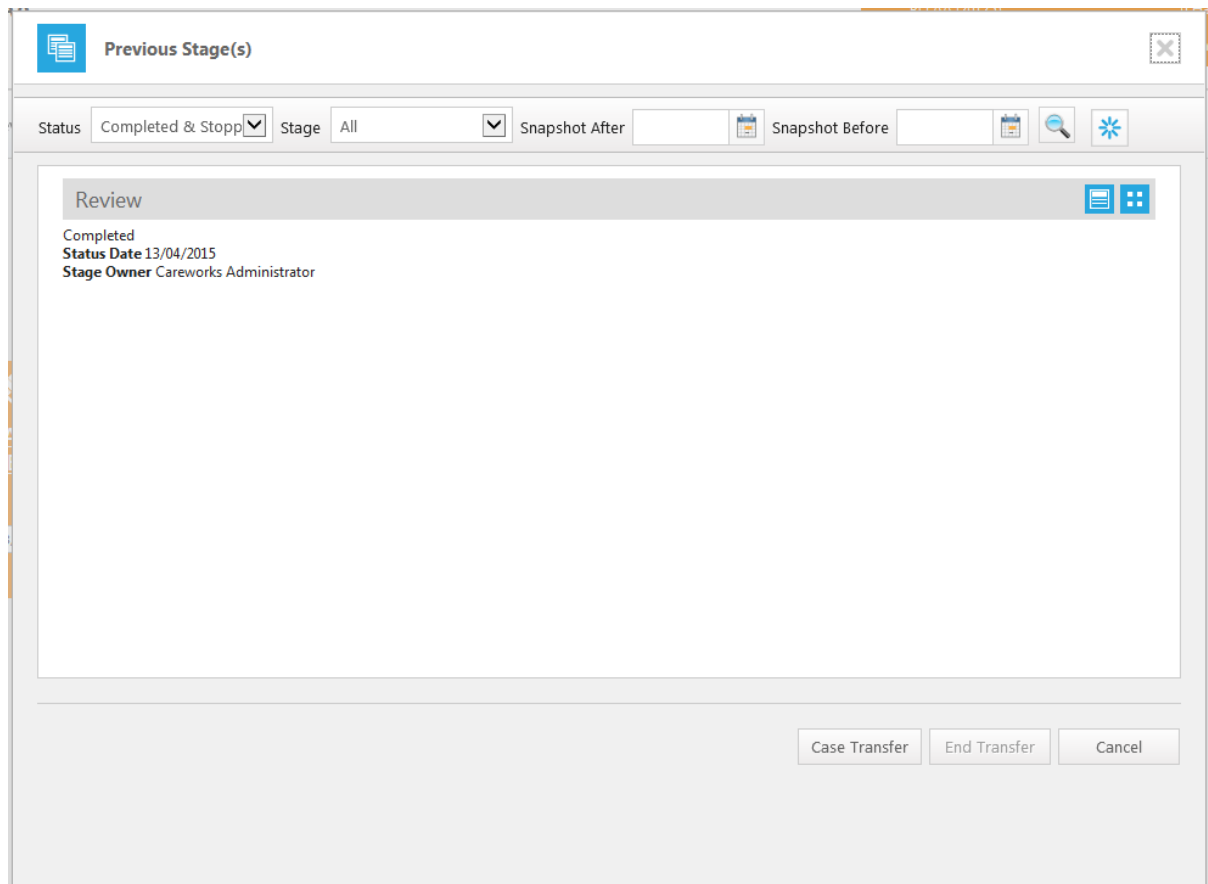


Figure 2-10: *Previous Stage(s)* Dialog Box

Snapshots of the stopped and completed stages of the assessment are listed. You can filter the snapshots displayed using the search toolbar.

The following table describes the buttons on the *Previous Stage(s)* toolbar:

	Searches for stages that match the specified filters.
	Resets the search filters.
	Displays the <i>Print Assessment</i> dialog box. For more information, see <i>Printing a Form Document in Microsoft Word on page 40</i> .
	Displays the sections of the snapshot.

Managing Case Transfers

This section describes how to manage the transferring of a young person's case to another YOT or secure establishment. It contains the following:

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Ending a Case Transfer	29

Transferring a Case

You can choose to transfer full responsibility and case management of a young person's case to another YOT or you can make the transfer as part of a caretaking arrangement. Caretaking arrangements implement the YJB Electronic Yellow Envelope (EYE) process to allow another YOT or a secure establishment to take care of the case while the originating YOT retains responsibility for the young person.



To transfer a person's case, the person must not have any stages in progress and have at least one completed stage with sections marked as validated for EYE. For more information, see *Completing a Stage on page 17*.

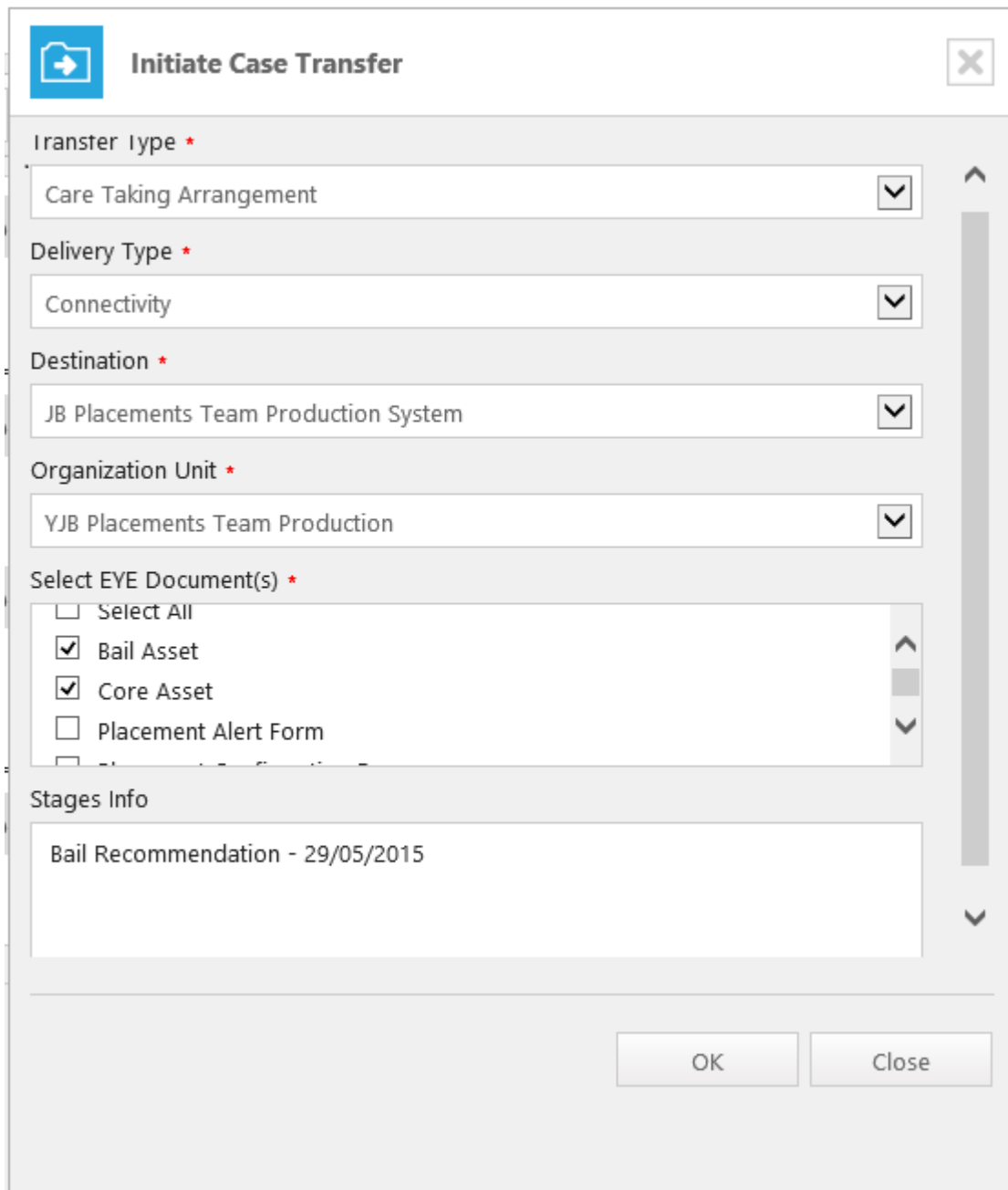
To transfer a case to another YOT, do the following:

1. Click **Previous Stages** on the toolbar of the Asset Plus assessment to display the completed stages of the assessment.

The *Previous Stage(s)* dialog box is displayed. For more information, see *Viewing Previous Stages on page 19*.

2. Click the **Case Transfer** button.

The *Initiate Case Transfer* dialog box is displayed.



The dialog box is titled "Initiate Case Transfer" and contains several sections for configuring a case transfer. It includes a close button (X) in the top right corner.

- Transfer Type ***: A drop-down menu with "Care Taking Arrangement" selected.
- Delivery Type ***: A drop-down menu with "Connectivity" selected.
- Destination ***: A drop-down menu with "JB Placements Team Production System" selected.
- Organization Unit ***: A drop-down menu with "YJB Placements Team Production" selected.
- Select EYE Document(s) ***: A list box with checkboxes for "Select All", "Bail Asset", "Core Asset", and "Placement Alert Form". "Bail Asset" and "Core Asset" are checked.
- Stages Info**: A text field displaying "Bail Recommendation - 29/05/2015".

At the bottom right, there are "OK" and "Close" buttons.

Figure 2-11: Initiate Case Transfer dialog box

3. Use the *Transfer Type* drop-down list to specify if you want to fully transfer the case or if the transfer is part of a caretaking arrangement.
The *Stages Info* field displays the last completed stage included in the transfer.
4. Specify how CareDirector Youth transfers the case using the *Delivery Type* drop-down list. The following options are available:
 - *Connectivity* – the case will be sent directly to the specified YOT or secure establishment.

- *Secure E-mail* – the case will be sent as an XML attachment of an e-mail to the specified address.
5. Select the YOT or secure establishment from the *Destination* drop-down list.
 6. Select the organisation unit of the specified YOT or secure establishment from the *Organization unit* drop-down list.
 7. Select the documents included in the transfer in the *Select EYE Document(s)* pane.
 8. If you are transferring the case by e-mail, specify the sender and receiver's e-mail addresses, the subject, and the body of the email in the appropriate fields.
 9. Click the **OK** button.

The transfer process begins and a message is displayed on the *Previous Stage(s)* dialog box and the main *Asset Plus* screen to indicate that a transfer has occurred.

You can review the progress of the transfer on the *Case Transfer Audit* screen. For more information, see *Reviewing Case Transfers* on page 23.

Reviewing Case Transfers

You can review the status of cases transferred to or from your YOT on the *Case Transfer Audit* screen. To review a case, do the following:

1. Click **Case Transfer Audit** under *Youth Offending* on the main navigation pane.
- The *Case Transfer Audit* screen is displayed.

Case Transfer Audit

Transfer Type: All
Transmission Direction: All
Client Number:
Destination/Originating YOT: All
Date From:
To:
Filter
Reset Filter

	Destination/Originating YOT	Client	Date Of Birth	Client No	Status	Transfer Type
☐	Wokingham YOT	Sk Sa	01/01/2001	30533	Received	Complete Case
☐	Wokingham YOT	Na In	01/01/2001	30532	Failed	Complete Case
☐	Wokingham YOT	Na In	01/01/2001	30532	Completed	Complete Case
☐	Wokingham YOT	Na In	01/01/2001		Received	Complete Case
☐		PO AA	01/01/2001	20125	Sent	Care Taking Arrangem
☐	Wokingham YOT	Na In	01/01/2001		Failed	Complete Case
☐	Bracknell Forest YOT	Bradd Williams	02/02/1987	36413	Sent	Complete Case
☐	Wokingham YOT	Na In	01/01/2001	30532	Failed	Complete Case
☐	Wokingham YOT	JA SP	01/01/2001		Received	Complete Case
☐	Wokingham YOT	JA SP	01/01/2001		Received	Complete Case
☐	Barnsley YOT	John Smith	18/01/1999	36513	Failed	Complete Case
☐	Barnet YOT	John Smith	18/01/1999	36513	Received	Complete Case

Viewing 1-50 of 167 Results

Figure 2-12: Case Transfer Audit Screen

2. If necessary, you can filter the cases displayed based on the type of transfer, the client's number, whether the case was sent or received, the name of the other YOT, and the date of the transfer.
3. Double-click on the case transfer you want to review.

The *Case Transfer Transmission* screen is displayed.

Case Transfer Transmission

Back Accept Reject Show Traces

Case Transfer Audit Details

Description: Update Received - Caretaking Case Transfer for Na In and 01 Jan 2001 from Development to CW_Dev
 Modified On: 14 May 2015 16:53:18
 Transfer Type:
 Transmission Direction: Received
 YOT Organisation: CW_Dev
 User:
 Action:
 Status: Failed
 Delivery Type: Connectivity

Client Details

Client: Na In
 Address: 0
 Date Of Birth: 01 Jan 2001
 Gender: Female
 PostCode: postcode

Stages

Stage	Stage Owner	Completion Date	Transmission Direction
Case Closure	Stage Owner	14/05/2015 00:00:00	Received

Figure 2-13: Case Transfer Transmission Screen

The *Case Transfer Transmission* screen displays detailed information about a transfer. The following table describes the buttons on the toolbar:

Button	Description
Back	Displays the <i>Case Transfer Audit</i> screen.
Accept	Displays the <i>Accept Case Transfer</i> dialog box. For more information, see <i>Accepting a Case Sent Directly on page 26</i> .
Reject	Displays the <i>Reject Case Transfer</i> dialog box. For more information, see <i>Rejecting a Case Sent Directly on page 28</i> .
Show Traces	Displays the <i>Trace</i> window. This window lists log messages for the execution of the transfer.

The following table lists the information displayed on the *Case Transfer Transmission* screen:

Field	Description
Description	Displays a description of the case transfer in the following format: <i>Transfer Status for Client Name (DOB) from Sending YOT to Receiving YOT</i>
Transfer Type	Specifies if full responsibility was transferred or if the transfer was part of a caretaking arrangement.
YOT Organisation	Displays the other YOT involved in the transfer.
Action	Displays any actions performed by the receiving YOT. A transfer can have one of the following statuses: • <i>Reject</i> – the receiving YOT has rejected the case. • <i>Accept</i> – the receiving YOT has accepted the case.
Rejection Reason	Displays the reason specified if the receiving YOT rejects the transfer.
Modified On	Displays the date and time of the most recent action on the transfer.
Transmission Direction	Specifies if the case was transferred to or from your YOT.
User	Specifies the user who performed the most recent action on the transfer.
Status	Displays the current status of the transfer. A transfer can have one of the following statuses: • <i>In Progress</i> – CareDirector Youth is currently transferring the case. • <i>Waiting</i> – the case is queued for transfer. • <i>Sent</i> – CareDirector Youth has sent the case to another YOT or a secure establishment. • <i>Received</i> – CareDirector Youth has received the case from another YOT. A user must accept or reject the transfer. • <i>Failed</i> – a communication between the sending and receiving YOTs failed. Information about the failure is written to the event log. Contact your administrator for more information. • <i>Completed</i> – the receiving YOT has successfully accepted the transfer.
Client	Displays the name of the client whose case was transferred.
Date Of Birth	Displays the client's date of birth.
Gender	Displays the client's gender.
Address	Displays the client's address.

Field	Description
PostCode	Displays the client's post code.
Stages	Displays the assessment stages included in the transfer. The following information is displayed: • Type • Owner • Completion date • Sent/Received You can double-click on stages of received cases to view the <i>Asset Plus</i> window in read-only mode if the case has not yet been accepted or rejected.

Importing a Case Sent by E-mail

To import a case transferred to your YOT by e-mail, do the following:

1. Save the XML attachment of the e-mail received locally on your computer.
2. Click **Case Transfer Audit** on the main navigation pane.
The *Case Transfer Audit* screen is displayed.
3. Click the **Import** button.
The *Import Case Transfer* dialog box is displayed.
4. Browse to the XML attachment on your computer.
5. Click the **Import** button.
CareDirector Youth imports the case from the XML file.

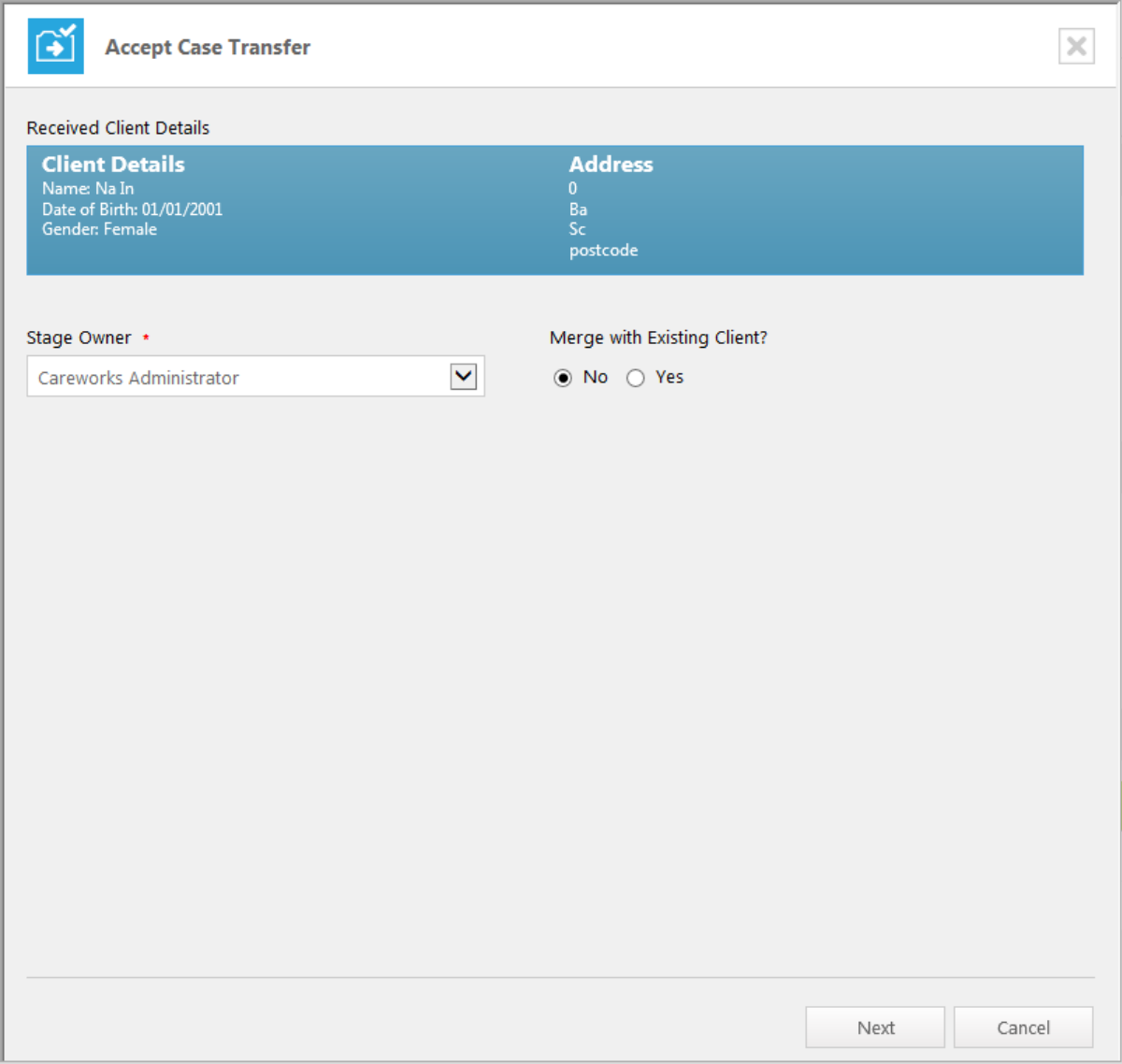
Receiving a Case

You can view cases sent to your YOT from another YOT on the *Case Transfer Audit* screen. For more information, see *Reviewing Case Transfers on page 23*. Before you accept or reject a case, you can double-click on a stage included in the transfer to view the *Asset Plus* window in read-only mode.

Accepting a Case Sent Directly

To accept a case transferred to your YOT, do the following:

1. Click **Case Transfer Audit** on the main navigation pane.
The *Case Transfer Audit* screen is displayed.
2. Filter the cases displayed by setting the *Transmission Direction* drop-down list to *Received* and set any additional filter criteria.
3. Click the **Filter** button.
4. Double-click on the case you want to accept.
The *Case Transfer Transmission* screen is displayed.
5. Click the **Accept** button on the toolbar.
6. The *Accept Case Transfer* dialog box is displayed.



The dialog box is titled "Accept Case Transfer" and features a close button (X) in the top right corner. It contains a section for "Received Client Details" with two columns: "Client Details" and "Address". The "Client Details" column lists "Name: Na In", "Date of Birth: 01/01/2001", and "Gender: Female". The "Address" column lists "0", "Ba", "Sc", and "postcode". Below this, there is a "Stage Owner" dropdown menu with "Careworks Administrator" selected, and a "Merge with Existing Client?" section with radio buttons for "No" (selected) and "Yes". At the bottom right, there are "Next" and "Cancel" buttons.

Received Client Details	
Client Details Name: Na In Date of Birth: 01/01/2001 Gender: Female	Address 0 Ba Sc postcode

Stage Owner *
 Careworks Administrator ▼

Merge with Existing Client?
☒ No ☐ Yes

Next Cancel

Figure 2-14: Accept Case Transfer Dialog Box

7. Select the user that will be set as the owner of the stages from the *Stage Owner* drop-down list.
8. Specify if CareDirector Youth should create a new *Client* record or merge with an existing *Client* record.
9. If you set the *Merge with Existing Client?* field to *Yes*, do the following:
 - a. Specify the *Client* record in the *Selected Client* field. You can select a client in the *Suggested Clients* pane or manually search for another client.
 - b. Specify if CareDirector Youth should create a new *Referral* record or add to an existing *Referral* record.
 - c. If you set the *Append to Existing Referral* field to *Yes*, select the referral from the *Referral* drop-down list.
10. Click **Next**.
11. Click **Accept** to continue.

Based on the *Merge with Existing Client?* field, CareDirector Youth creates a new *Client* or updates the selected existing *Client* with the following:

- Asset Plus Stages
- Client Data
- Client Relationships
- Disposals
- Episodes
- Targets
- Future Targets
- Hearings
- Offences
- Incidents

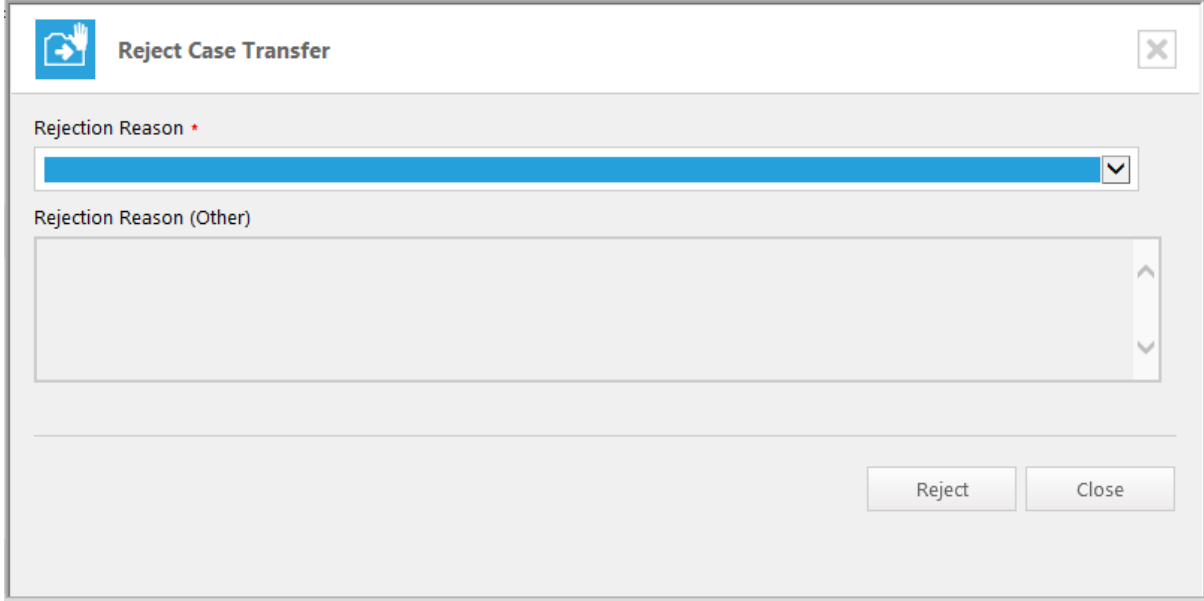


If CareDirector Youth fails to accept the case, the *Status* changes to *Failed*. You can attempt to accept the case again by clicking the *Resend* button. Information about the failure is written to the event log. Contact your administrator for more information.

Rejecting a Case Sent Directly

To reject a case transferred to your YOT, do the following:

1. Click **Case Transfer Audit** on the main navigation pane.
The *Case Transfer Audit* screen is displayed.
2. Filter the cases displayed by setting the *Transmission Direction* drop-down list to *Received* and set any additional filter criteria.
3. Click the **Filter** button.
4. Double-click on the case you want to accept.
The *Case Transfer Transmission* screen is displayed.
5. Click the **Reject** button on the toolbar.
6. The *Reject Case Transfer* dialog box is displayed.



The dialog box is titled "Reject Case Transfer" and features a close button (X) in the top right corner. It contains a "Rejection Reason" section with a red asterisk indicating a required field. This section includes a blue drop-down menu and a text area labeled "Rejection Reason (Other)". At the bottom right, there are two buttons: "Reject" and "Close".

Figure 2-15: Accept Case Transfer Dialog Box

7. Select a reason for the rejection from the *Rejection Reason* drop-down list. This reason is displayed on the *Case Transfer Transmission* screen.
8. Click **Reject**.

CareDirector Youth sends a reject message to the sending YOT.

	If CareDirector Youth fails to reject the case, the <i>Status</i> changes to <i>Failed</i>. You can attempt to reject the case again by clicking the <i>Resend</i> button. Information about the failure is written to the event log. Contact your administrator for more information.
---	---

Ending a Case Transfer

You can end the transfer of cases that were either transferred from or to your YOT. To end a transfer, do the following:

1. Click **Previous Stages** on the toolbar of the Asset Plus assessment to display the completed stages of the assessment.

The *Previous Stage(s)* dialog box is displayed. For more information, see *Viewing Previous Stages on page 19*.

A message is displayed on both the *Previous Stage(s)* dialog box and the main *Asset Plus* screen to indicate that a transfer currently applies.

2. Click the **End Transfer** button.

The *End Case Transfer* dialog box is displayed.

3. Click **OK** to confirm that you want to end the transfer.

The Case Transfer Transmission for the transfer is updated for review purposes. For more information, see *Reviewing Case Transfers on page 23*.



CareDirector Youth does not notify the other YOT or Secure Establishment that you have ended the transfer arrangement.

Copying Answers

Your administrator can configure a document to copy an answer to a question from another question. CareDirector Youth can copy answers from the same question in another document or from another question of the same type. Your administrator can configure this mapping to occur under certain conditions. If appropriate, CareDirector Youth prompts you when completing a form to copy over answers from another document.

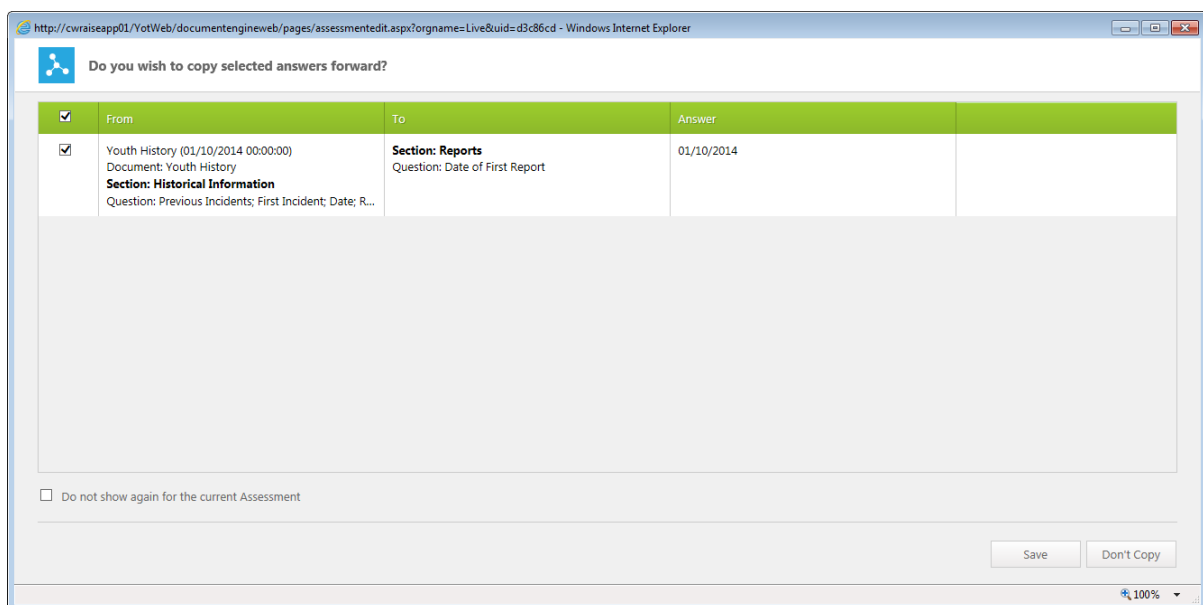


Figure 2-16: Copy Selected Answer Forward Dialog Box

To copy answers to the current document, do the following:

1. Select the check boxes of the answers you want to copy.
2. Click **Save**.

The answers are copied to the current document.



Your administrator can also configure an assessment to automatically copy answers without prompting the user.

Managing Co-Assignees

You can co-assign one or more sections in an assessment to another user or team of users if their contribution is required to complete the sections. This section contains the following:

Co-Assigning Sections	31
Viewing Co-Assignees	33
Setting Co-Assignee Permissions	33
Ending a Co-Assignment	33

Co-Assigning Sections

To co-assign a section, do the following:

1. Click the **Co-Assignees** button.

The *Co-Assignees* dialog box is displayed.

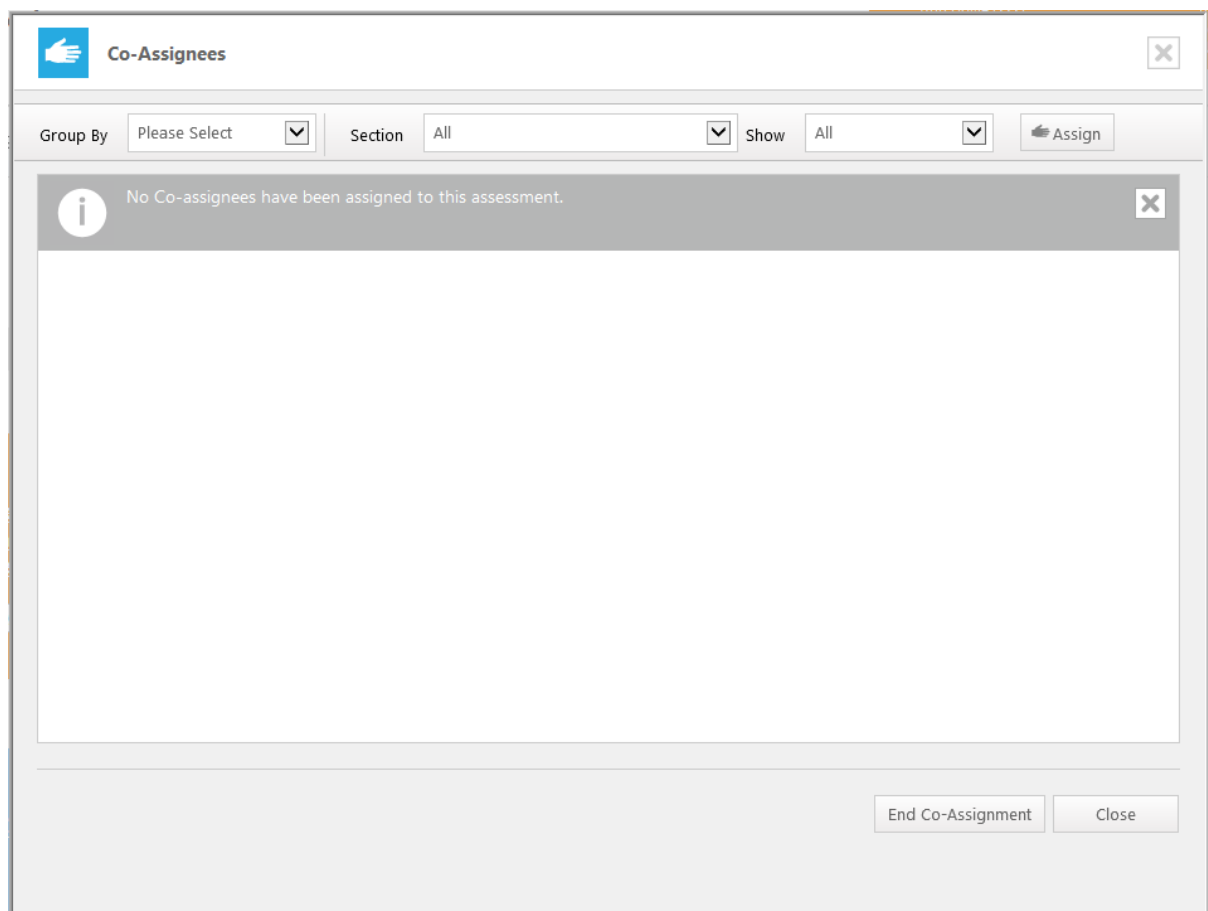


Figure 2-17: Co-Assignees Dialog Box

2. Click the **Assign** button.

The *Add Co-Assignee(s)* dialog box is displayed.

The screenshot shows the 'Add Co-Assignee(s)' dialog box. It features a title bar with a hand icon and the text 'Add Co-Assignee(s)'. Below the title bar is a 'User' dropdown menu and a search text box with a magnifying glass icon. The main area contains a list of sections with checkboxes: 'Check/Uncheck All', 'Core Record', 'Civil measures and other informal outcomes', 'Alerts and flags', 'Contact with Services', 'Personal Circumstances', 'Living Arrangements', 'Learning, Education, Training and Employment (Commu...', and 'Caring Responsibilities'. At the bottom are 'Save' and 'Close' buttons.

Figure 2-18: Dialog Box

3. Select *User* or *Team* from the first drop-down list to search for a user or team to co-assign to.
4. Click the search button to search for a user or team. Before searching, you can enter a name, or part of a name, in the text box.
5. Click the green plus button to select the user or team in the search results.
6. Select the check boxes of the sections you want to co-assign.
7. Click the **Save** button.

The selected user or users in the selected team now have access to the selected sections. For more information about modifying access, see *Setting Co-Assignee Permissions on page 33*.

Viewing Co-Assignees

To view the co-assignees for a stage, do the following:

1. Click the **Co-Assignees** button.
The *Co-Assignees* dialog box is displayed.
2. Specify if co-assignees are displayed in groups of users and teams or sections using the *Group By* drop-down list.
3. Select the section for which you want to display co-assignees using the *Section* drop-down list.
4. Specify if only active co-assignments are displayed or if ended co-assignments are also displayed using the *Show* drop-down list.

The co-assignments displayed are updated based on the selected criteria.

Setting Co-Assignee Permissions

By default, co-assigned users have edit permission to the specified section. To modify the permissions for an assignment, do the following:

1. Click the **Co-Assignees** button.
The *Co-Assignees* dialog box is displayed.
2. Click the *Change Privilege* button  beside the assignment. For more information about filtering the assignments displayed, see *Viewing Co-Assignees on page 33*.
A *Permission* drop-down list is displayed.
3. Select *Edit* or *Read* from the drop-down list.
4. Click **Save**.

The permission for the assigned users is updated.

Ending a Co-Assignment

To end an assignment for a stage, do the following:

1. Click the **Co-Assignees** button.
The *Co-Assignees* dialog box is displayed.
2. Click the *End Co-Assignment* button  beside the assignment. For more information about filtering the assignments displayed, see *Viewing Co-Assignees on page 33*.
A confirmation dialog box is displayed.
Alternatively, to end multiple assignments, select the check boxes of the assignments and click the **End Co-Assignment** button.

3. Click **OK**.

The assignment is ended.



If a stage is completed, stopped, or cancelled, CareDirector Youth automatically ends co-assignments for sections in that stage.

Managing Assessment Attachments

This section describes how to manage assessment attachments. It contains the following:

Attaching a file to an Assessment	34
Opening Assessment Attachments	36
Modifying and Deleting Attachments	37

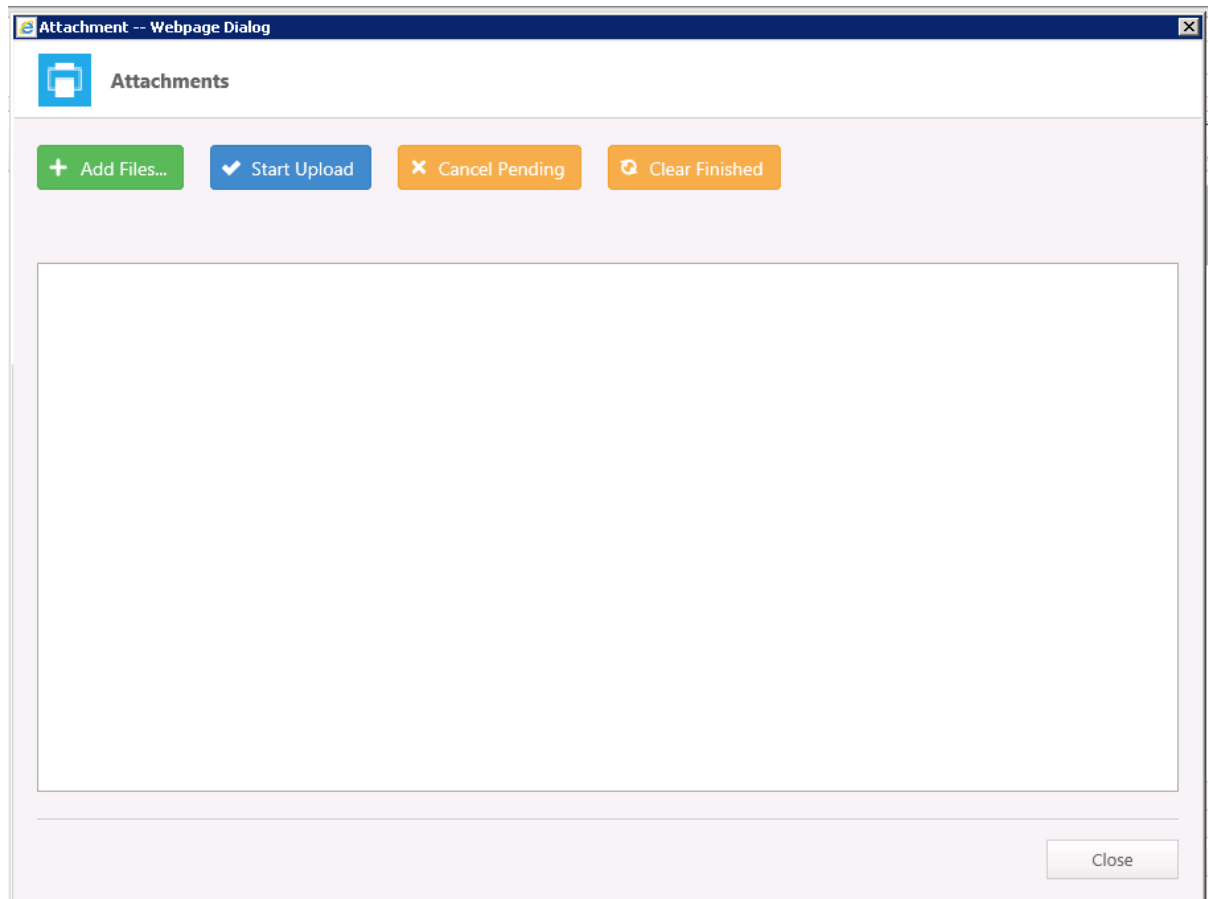
Attaching a file to an Assessment

You can attach an external file to an assessment. For example, a copy of a letter containing supporting information. To attach a file to an assessment, do the following:

1. Click **Attachments** on the toolbar on the window of the assessment. You can also display this window for a specific section by clicking the menu button on the section heading and clicking **Attachments**. The *Attachments* window is displayed. This window lists any existing attachments.

The screenshot shows a web application window titled "Attachments" with a close button (X) in the top right corner. Below the title bar, there are two dropdown menus: "Assessment" with "Current" selected and "Section" with "Section 1" selected. To the right of these dropdowns is a "Filter" button with a funnel icon. Further right is an "Upload New" button. The main content area of the dialog box has a grey header bar with an information icon (i) and the text "No attachments have been uploaded for this assessment". Below this header is a large, empty white rectangular area. At the bottom right of the dialog box is a "Close" button.

2. Select the section that the attachment relates to and click **Upload New**.
The *Select Attachments* dialog box is displayed.



3. Click **Add Files** and browse to and select the file you want to attach. Repeat to attach additional files.
4. Click **Start Upload** to attach all selected files or **Start** to attach individual files.
Done is displayed beside a file after the attach process completes.
5. Click **Close**.

Opening Assessment Attachments

To view a file attached to an assessment, do the following:

1. Click **Attachments** on the toolbar on the window of the assessment.
The *Attachments* window is displayed. This window also lists all files attached to the assessment. You can also display this window for a specific section by clicking the menu button on the section heading and clicking **Attachments**.
2. To only show attachments for a particular section in the assessment, select the section from the *Section* drop-down list and click the **Filter** button.
3. Click the name of the attachment to open that file.
4. Click **Close**.

Modifying and Deleting Attachments

To rename a file attached to an assessment or delete an attachment, do the following:

1. Click **Attachments** on the toolbar on the window of the assessment.
The *Attachments* window is displayed. This window lists all files attached to the assessment. You can also display this window for a specific section by clicking the menu button on the section heading and clicking **Attachments**.
2. To only show attachments for a particular section in the assessment, select the section from the *Section* drop-down list and click the **Filter** button.
3. Click the edit button to rename the file or add a comment.
Click the delete button to delete an attachment.
4. Click **Close** on the *Attachments* window.

Auditing Answers

To review previously saved answers to a question in an assessment, do the following:

1. Click the grey question menu button  and click *Audit* on the menu.
2. The *Audit* dialog box is displayed.

Audit: Did the class help you find employment?

User Date From Date To

October 2014

8 Oct 17:27	Edited by Careworks Administrator on 08/10/2014 17:27:26 New Value: Yes Previous Value: Maybe
8 Oct 17:27	Edited by Careworks Administrator on 08/10/2014 17:27:21 New Value: Maybe Previous Value: No
8 Oct 17:27	Edited by Careworks Administrator on 08/10/2014 17:27:17 New Value: No Previous Value: Yes
8 Oct 17:27	Edited by Careworks Administrator on 08/10/2014 17:27:09 New Value: Yes Previous Value:

Close

Figure 2-19: Audit Dialog Box

The dialog box displays all previous answers to the question. You can filter the answers displayed to only those saved by a particular user or in a particular date range.

Comparing Answers

You can compare the answer to a question with the following:

- Asset Plus assessment – existing answers to the same question in other stages of the same assessment.
- *Documentation* record – existing answers to the same question in the same type of assessment associated with another *Documentation* record.

To compare answers, do the following:

1. Click the grey question menu button  and click *Previous Answers* on the menu.
2. The *Previous Answers* dialog box is displayed.

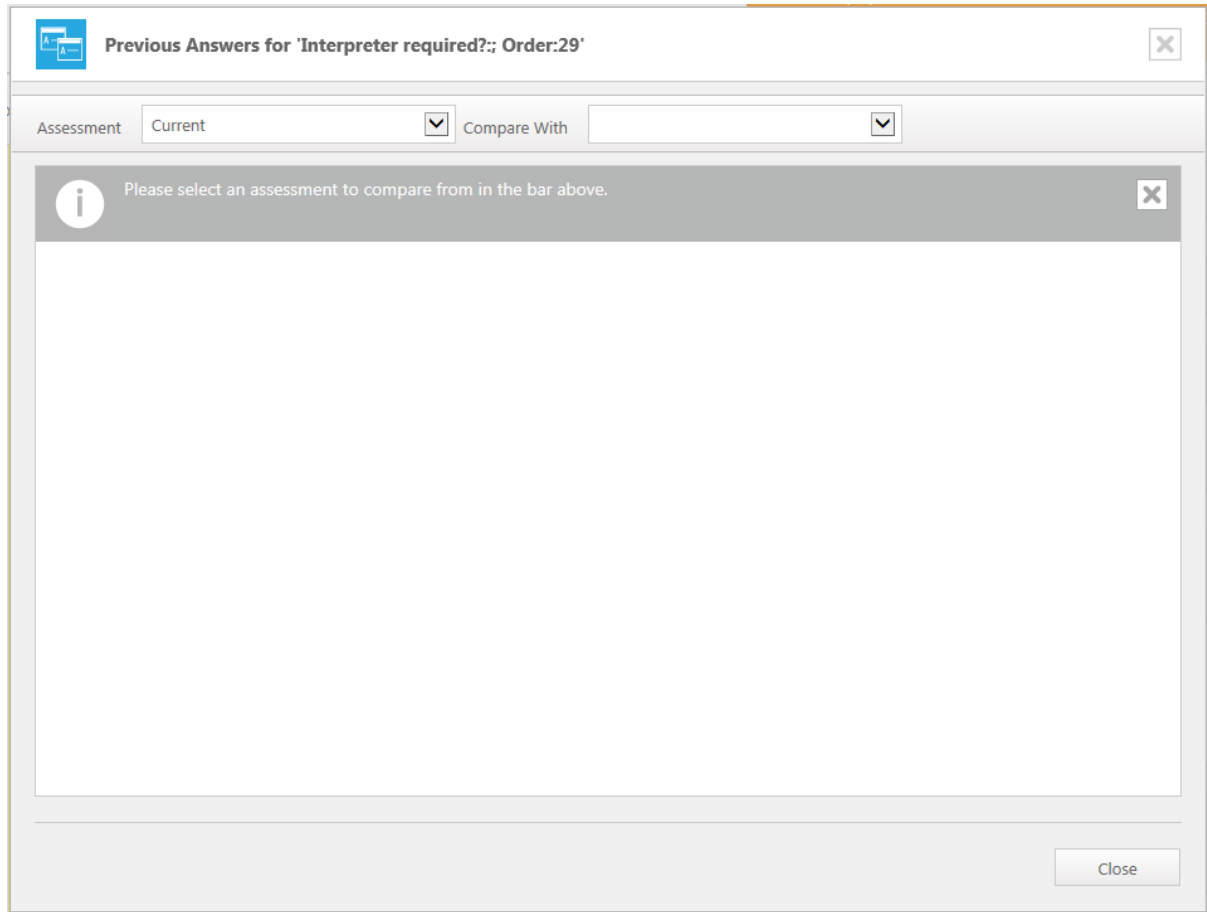


Figure 2-20: Previous Answers Dialog Box

3. Select the other stage or *Documentation* record to compare with from the *Compare With* drop-down list.

The dialog box displays the answer to the current question and the same question in the selected stage or *Documentation* record.

Previous Answers for 'Interpreter required?: Order:29'

Assessment: Current | Compare With: Bail Recommendation (03/10/2014)

Post Court Report (03/10/2014)

Interpreter required?:
No

Bail Recommendation (03/10/2014)

Interpreter required?:

Close

Figure 2-21: Previous Answers Dialog Box

Printing a Form Document in Microsoft Word

This section describes the process for printing a form document in Microsoft Word. It contains the following:

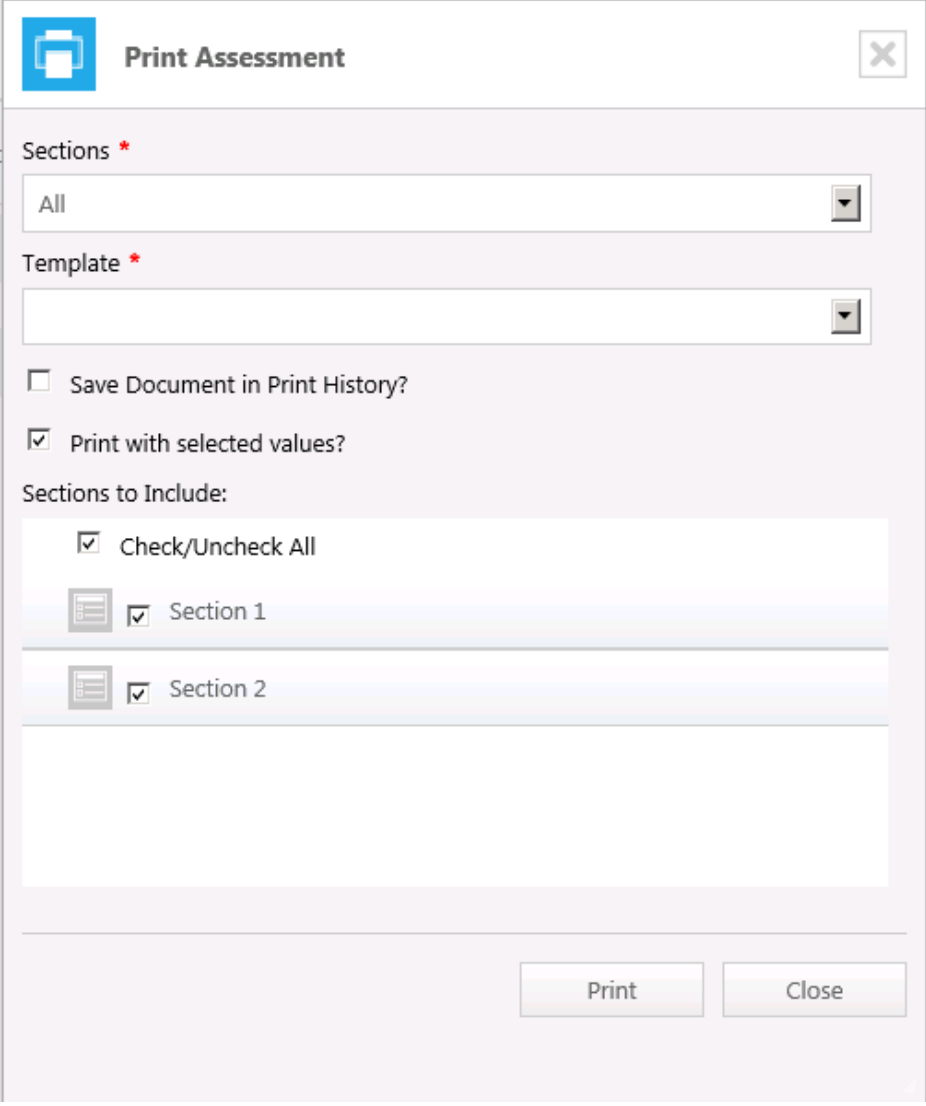
Printing a Form Document	40
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Printing a Form Document

To print an assessment using Microsoft Word, do the following:

1. Click **Print** on the assessment toolbar.

The *Print Assessment* window is displayed.



The image shows a 'Print Assessment' dialog box. It has a title bar with a printer icon and the text 'Print Assessment'. Below the title bar, there are two drop-down menus: 'Sections' with 'All' selected, and 'Template' which is empty. Below these are two checkboxes: 'Save Document in Print History?' (unchecked) and 'Print with selected values?' (checked). Under the heading 'Sections to Include:', there is a list with three items: 'Check/Uncheck All' (checked), 'Section 1' (checked), and 'Section 2' (checked). At the bottom right, there are 'Print' and 'Close' buttons.

2. Select the assessment section to print from the *Sections* drop-down list. To print all sections in the assessment, select *All*. To select multiple, but not all sections, select *All* and then clear the appropriate check boxes from the *Sections to Include* list.
3. Select the print template from the *Template* drop-down list that defines the format of the printed version of the assessment. Templates are defined by your organization. Contact your administrator for more information.
4. Indicate if this instance of printing should be recorded in the print history.
5. Indicate if the printed version contains the selections made for multi-option questions.
6. Click the **Print** button.
The assessment is displayed in Microsoft Word. Contact your administrator for more information about configuring the format of the assessment content, including colour and font style and size.
7. Select **File – Print** on the Microsoft Word to print the document.
The document is sent to the printer.



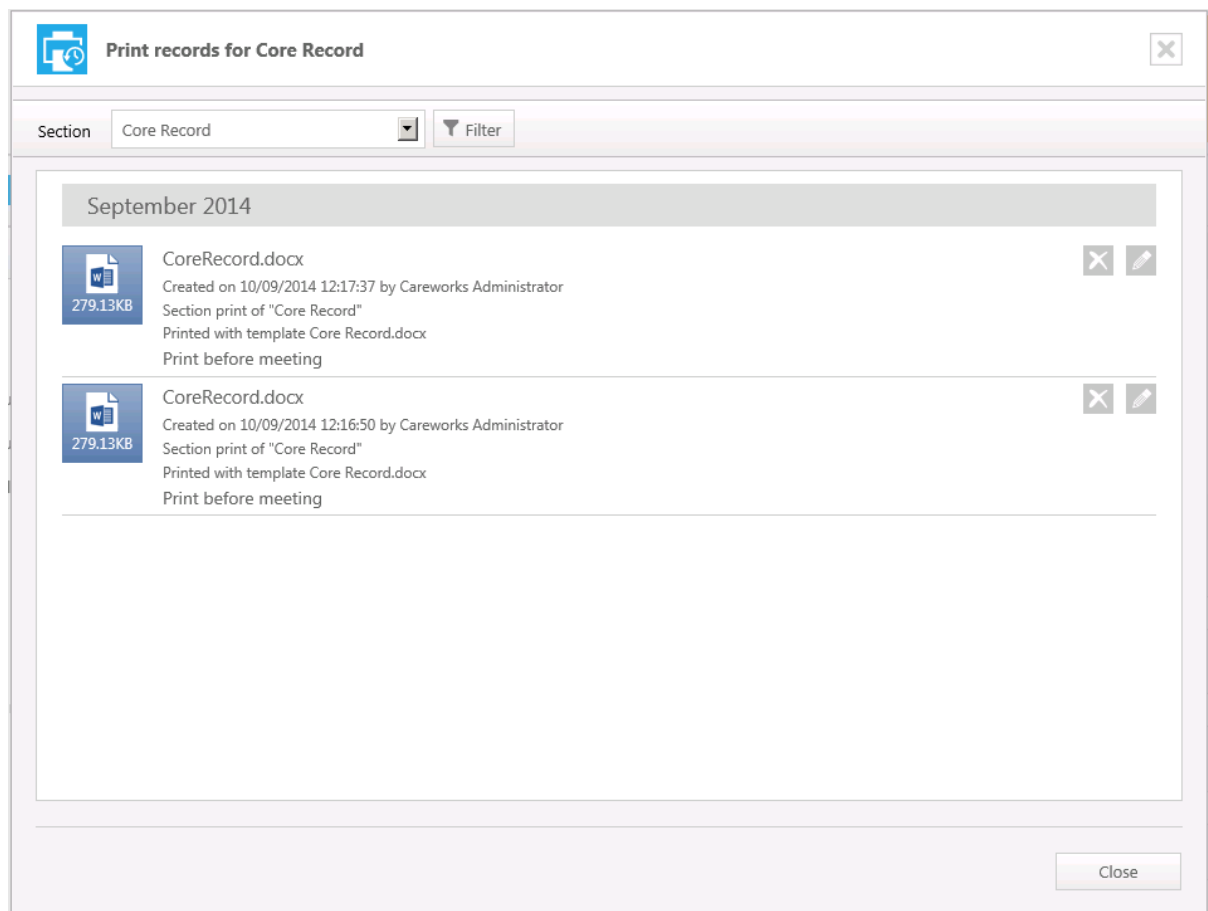
You can also print a specific section by clicking the menu button on the section heading and clicking **Print**.

Viewing the Print History

To view information about each time an assessment was printed by a user, do the following:

1. Click **Print History** on the assessment toolbar.

The *Print records* window is displayed.



All recorded instances of printing of the selected assessment or section are displayed.

2. To only show the history for a particular section or sub-section in the assessment, select the section from the *Section* drop-down list and click the **Filter** button.
3. Click the edit button to modify the comment.
Click the delete button to delete the record.
4. Click **Close** on the *Print records* window.

Chapter 3: Managing YJMIS Reports

This chapter contains the following:

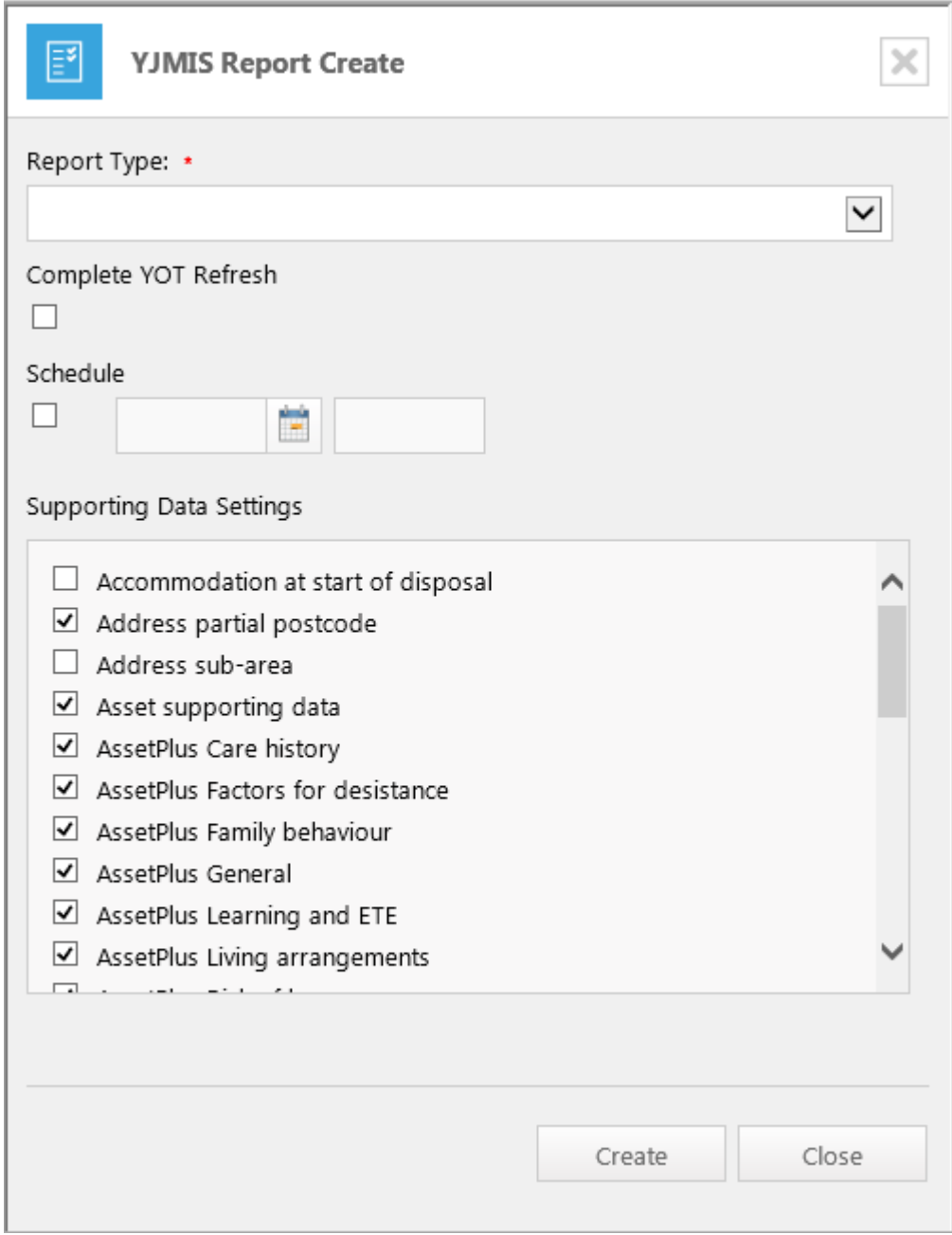
Generating a YJMIS Report	43
Extracting YJMIS Reports	47

Generating a YJMIS Report

You can generate YJMIS reports from the *YJMIS Report List* window. The content is defined by your organization and is generated in a format defined by a YJMIS schema. For more information, contact your administrator. To generate a new report, do the following:

1. Click **YJMIS Report List** under *Youth Offending* on the main navigation pane.
2. Click **New** on the toolbar.

The *YJMIS Report Create* dialog box is displayed.



The dialog box is titled "YJMIS Report Create" and features a close button (X) in the top right corner. It contains the following sections:

- Report Type:** A dropdown menu with a downward arrow icon.
- Complete YOT Refresh:** A checkbox.
- Schedule:** A checkbox followed by two date input fields separated by a calendar icon.
- Supporting Data Settings:** A scrollable list of checkboxes:
 - ☐ Accommodation at start of disposal
 - ☒ Address partial postcode
 - ☐ Address sub-area
 - ☒ Asset supporting data
 - ☒ AssetPlus Care history
 - ☒ AssetPlus Factors for desistance
 - ☒ AssetPlus Family behaviour
 - ☒ AssetPlus General
 - ☒ AssetPlus Learning and ETE
 - ☒ AssetPlus Living arrangements

At the bottom right, there are two buttons: "Create" and "Close".

Figure 3-1: YJMIS Report Create Dialog Box

3. Specify the type of report using the *Report Type* drop-down list. The following options are available:
 - *Initial Extract* – the data of all clients is included in the report.
 - *Incremental Extract* – only the data of clients updated between the specified start and end dates is included.
4. Specify if all data in CareDirector Youth is updated before launching the report using the *Complete YOT Refresh* check box.
5. If you are launching an *Incremental Extract* report, specify the start and end dates.

6. If you do not want to launch the report immediately, select the *Schedule* check box and enter the date and time when the report should run.
7. Specify the information included in the generated data using the *Supporting Data Settings* pane.
8. Click the **Create** button.

If the report was not scheduled for the future, CareDirector Youth generates the report. For more information about reviewing the progress of the report, see *Reviewing YJMIS Reports on page 45*.

Reviewing YJMIS Reports

The *YJMIS Report List* screen lists all reports generated by your organisation. You can filter the view to display only the following:

- Completed Reports
- In Progress Reports
- Incremental Extract Reports
- Initial Extract Reports
- Waiting Reports

The following table lists the columns displayed for each report:

Field	Description
Report No	Displays the unique internal number of the report.
Report Type	Indicates if the report is an initial or incremental report.
Report Status	Displays the current status of the report.
Start Date	Displays the first date of the data in the report.
End Date	Displays the last date of the data in the report.
Complete YOT Refresh	Indicates if all data in CareDirector Youth was updated before launching the report.
Total Count	Displays the total number of elements in the report.
Processed Count	Displays the number of elements in the report that CareDirector Youth has processed.
Error Count	Displays the number of invalid elements in the report when CareDirector Youth attempted to validate the report against the YJMIS schema

Field	Description
Validation Status	Indicates if CareDirector Youth validated the report against the YJMIS schema. One of the following statuses is displayed: <i>Valid</i> – the report was validated against the YJMIS schema. <i>Warning</i> – the report was not validated against the YJMIS schema but one or more invalid elements were removed. The number of invalid elements is displayed in the <i>Error Count</i> column. <i>Not Valid</i> – the report was not validated against the YJMIS schema and the report cannot be generated. The number of invalid elements is displayed in the <i>Error Count</i> column.
Created On	Displays the date and time at which report generation completed.
Created By	Displays the name of the user that launched the report.

To view the details of a particular report, double-click on the report. The *YJMIS Report Detail* screen is displayed. This screen displays detailed information about the report.

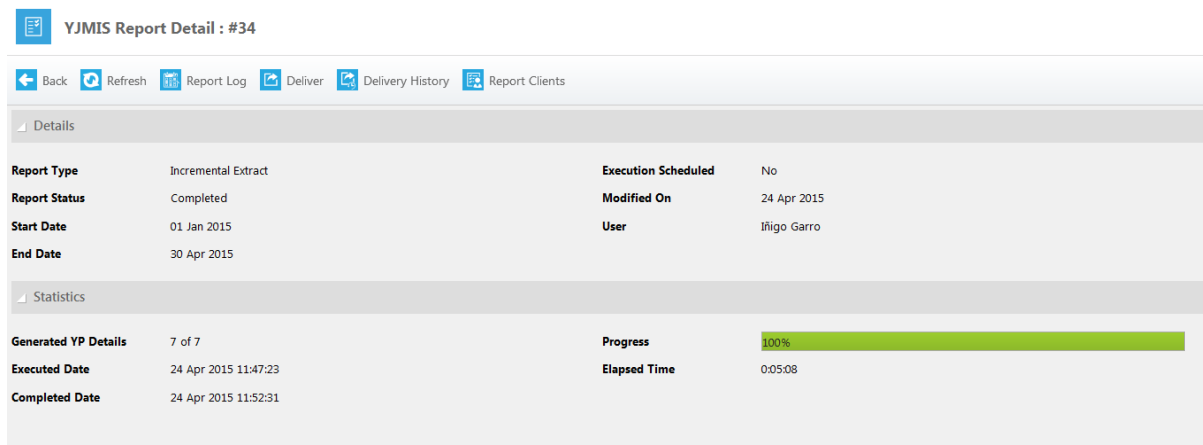


Figure 3-2: YJMIS Report Detail Screen

The following table describes the button on the toolbar:

Field	Description
Back	Displays the <i>YJMIS Report List</i> screen.
Refresh	Refreshes the information displayed.
Delete	Deletes the report.
Report Log	Displays the <i>YJMIS Report Log</i> screen, which displays all logs related to the generation of the report.

Field	Description
Deliver	Displays the <i>YJMIS Delivery Create</i> dialog box to enable you to send or save the report. For more information, see <i>Extracting YJMIS Reports on page 47</i> .
Delivery History	Displays the <i>YJMIS Delivery History</i> window for the current report. If you click this button on the main <i>YJMIS Report List</i> screen, the history is displayed for all deliveries. For more information, see <i>Reviewing YJMIS Report Deliveries on page 49</i> .
Report Clients	Displays the <i>YJMIS Report Clients</i> window. This window lists the people included in the report and displays, the person's name, number, PNC number, gender, date of birth, and ethnicity.

The following table lists the information displayed for the report:

Field	Description
Report Type	Indicates if the report is an initial or incremental report.
Report Status	Displays the current status of the report.
Start Date	Displays the first date of the data in the report.
End Date	Displays the last date of the data in the report.
Execution Scheduled	Indicates if the report was scheduled to run in the future.
Modified On	Displays the date on which the report was last modified.
User	Displays the name of the user that launched the report.
Generated YP Details	Displays the number of young person elements processed for the report.
Executed Date	Displays the date and time at which the report was launched.
Completed Date	Displays the date and time at which report generation completed.
Progress	Indicates the current stage of the generation progress.
Elapsed Time	Displays the length of time between the start time and the completed time.

Extracting YJMIS Reports

You can extract generated YJMIS reports directly to a YJMIS system, an e-mail, or to a new file on the server. To extract a report, do the following:

1. Double-click the report on the *YJMIS Report List* screen.

The *YJMIS Report Detail* screen is displayed. For more information about this screen, see *Reviewing YJMIS Reports on page 45*.

2. Click **Deliver** on the toolbar.

The *YJMS Delivery Create* dialog box is displayed.

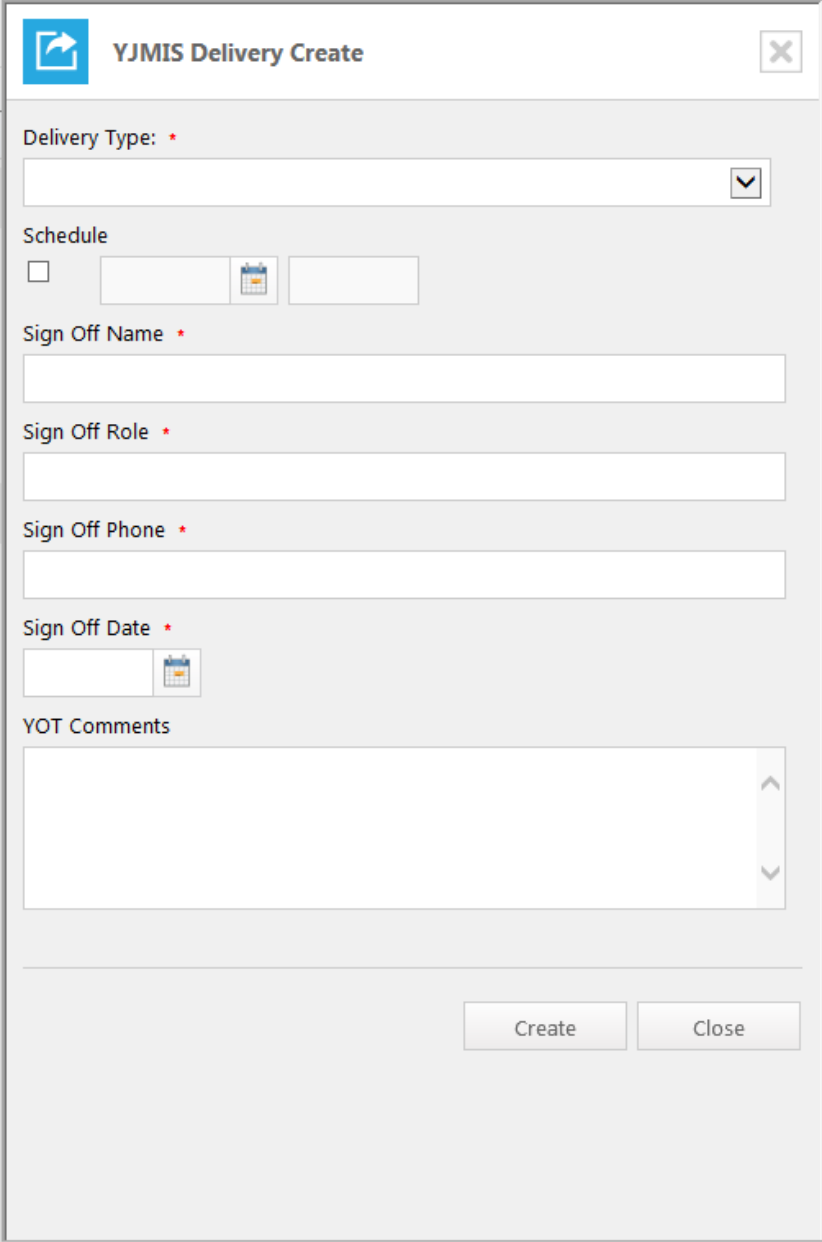
The image shows a software dialog box titled "YJMS Delivery Create". It has a standard window frame with a close button in the top right corner. The dialog contains several input fields: a "Delivery Type" dropdown menu, a "Schedule" section with a checkbox and two date pickers, "Sign Off Name", "Sign Off Role", and "Sign Off Phone" text boxes, and a "Sign Off Date" date picker. At the bottom is a large "YOT Comments" text area. Two buttons, "Create" and "Close", are located at the bottom right of the dialog.

Figure 3-3: YJMS Delivery Create Dialog Box

3. Specify how the report will be delivered using the *Delivery Type* drop-down list. The following options are available:
 - *Connectivity* – the report will be sent directly to the specified YJMS system.
 - *Secure E-mail* – the report will be sent by e-mail to the specified address.
 - *Export* – the report will be saved to a location on the server. This location is defined by your organisation. For more information, contact your administrator.

4. If you do not want to extract the report immediately, select the *Schedule* check box and enter the date and time when the report should be extracted.
5. Enter the name of the person that approved the delivery in the *Sign Off Name* field.
6. Enter the role of the person that approved the delivery in the *Sign Off Role* field.
7. Enter the phone number of the person that approved the delivery in the *Sign Off Phone* field.
8. Enter the date on which the delivery was approved in the *Sign Off Date* field.
9. Enter any comments in the *YOT Comments* field.
10. If you are extracting to an e-mail report, specify the sender and receiver e-mail addresses, the subject, and a message.
11. If you are extracting directly to a YJMIS system, specify the destination and organisation.
12. Click the **Create** button.

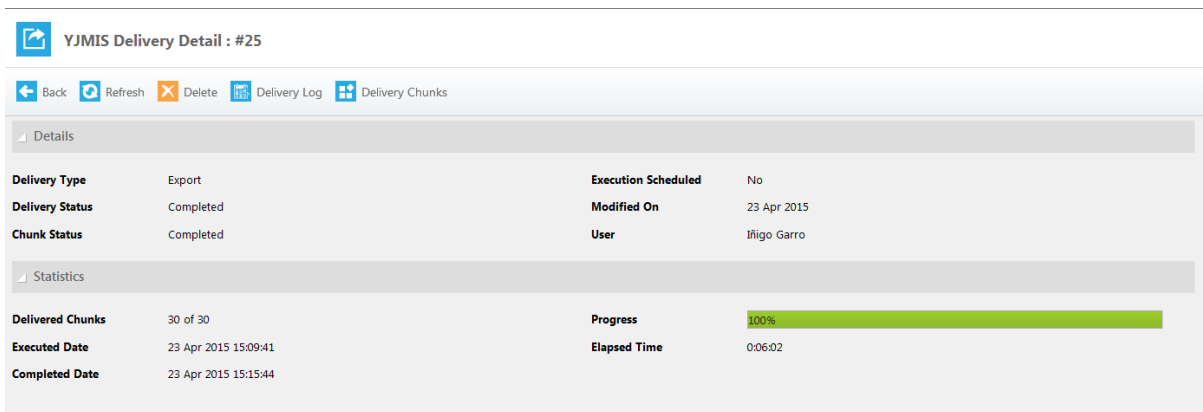
If the report was not scheduled for the future, CareDirector Youth extracts the report. For more information about reviewing the progress of the report, see *Reviewing YJMIS Report Deliveries* on page 49.

Reviewing YJMIS Report Deliveries

The *YJMIS Delivery History* screen lists all reports extracted by your organisation. You can filter the view to display only the following:

- Completed Deliveries
- Connectivity Deliveries
- Export Deliveries
- In Progress Deliveries
- Secure Email Deliveries
- Waiting Deliveries

To view the details of a particular delivery, double-click on the delivery. The *YJMIS Delivery Detail* screen is displayed. This screen displays detailed information about the delivery.



The screenshot shows the 'YJMIS Delivery Detail : #25' screen. At the top, there are navigation buttons: Back, Refresh, Delete, Delivery Log, and Delivery Chunks. Below this, there are two main sections: 'Details' and 'Statistics'.

Details Section:

Delivery Type	Export	Execution Scheduled	No
Delivery Status	Completed	Modified On	23 Apr 2015
Chunk Status	Completed	User	Iñigo Garro

Statistics Section:

Delivered Chunks	30 of 30	Progress	100%
Executed Date	23 Apr 2015 15:09:41	Elapsed Time	0:06:02
Completed Date	23 Apr 2015 15:15:44		

Figure 3-4: YJMIS Delivery Detail Screen

The following table describes the button on the toolbar:

Field	Description
Back	Displays the <i>YJMIS Delivery History</i> screen.
Refresh	Refreshes the information displayed.
Delete	Deletes the record of the delivery.
Delivery Log	Displays the <i>YJMIS Delivery Log</i> screen, which displays all logs related to the delivery of the report.
Delivery Chunks	Displays the <i>YJMIS Chunks</i> screen, which displays each chunk that comprises the delivery of the report.

The following table lists the information displayed for the report:

Field	Description
Report Type	Indicates if the report is an initial or incremental report.
Report Status	Displays the current status of the report.
Start Date	Displays the first date of the data in the report.
End Date	Displays the last date of the data in the report.
Execution Scheduled	Indicates if the report was scheduled to run in the future.
Modified On	Displays the date on which the report was last modified.
User	Displays the name of the user that launched the report.
Generated YP Details	Displays the number of young person elements processed for the report.
Executed Date	Displays the date and time at which the report was launched.
Completed Date	Displays the date and time at which report generation completed.
Progress	Indicates the current stage of the generation progress.
Elapsed Time	Displays the length of time between the start time and the completed time.

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